

# Planner I



**Job Code:** 2350  
**Grade:** 125  
**Reports to:** Planning Director  
**Salary Range:** \$42,999 - \$65,804  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs routine, responsible professional and technical duties involving a variety of general and specialized planning projects, activities, and programs; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

This is the entry level class in the Planner series. An employee in this classification completes routine planning-related tasks and assigned duties under close supervision. As experience is gained, the employee is expected to become increasingly knowledgeable, and assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Work is reviewed and measured through conferences, reports, methodology, and observation.

## **ESSENTIAL FUNCTIONS**

Collecting, analyzing, interpreting, and presenting technical land use, environmental, zoning, and other City planning data; preparing short- and long-range development, historic preservation, revitalization, and improvement plans; conducting research; reviewing site plans; maintaining records and files; preparing reports; providing professional advice and assistance to officials, City staff, and the public.

## **EXAMPLES OF WORK**

- Responds to public inquiries received by telephone or personal contact in matters pertaining to planning, zoning, and related policies.
- Interprets and applies the City zoning ordinance in reviewing and analyzing development proposals, recognizing and resolving Code violations, and in replying to public inquiries.
- Processes planning applications; evaluates plans and projects for code compliance and design considerations.
- Prepares planning reports and develops agenda materials for public meetings.
- Conducts land use studies and compiles data and information pertaining to planning as needed.
- Collects and records land use data; prepares base maps, zoning maps, charts, and graphs.
- Develops and implements systems and procedures to ensure the proper processing of permit applications and the issuance of use permits, variances, zoning changes, and architectural reviews.
- Makes oral presentations on routine planning matters and projects at public meetings.
- Represents the City and its planning policies in the community as required; prepares reports and correspondence related to planning matters.
- Coordinates planning issues and projects with other City departments and governmental agencies.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles, practices, and techniques of urban planning, zoning, and development.
- Knowledge of zoning ordinances and regulations and the methods and procedures by which they are enforced.

- Knowledge of the methods of statistical analysis.
- Skill in preparing and presenting effective reports, maps, and charts relative to planning projects.
- Skill in the principles and techniques of customer service.
- Ability to read and interpret blueprints, site plans, and architectural designs.
- Ability to gather and interpret technical and statistical information and prepare and present accurate and reliable technical reports and recommendations.
- Ability to enforce ordinances and codes with firmness, tact, and impartiality.
- Ability to communicate and present complex ideas effectively, orally, and in writing.
- Ability to analyze and evaluate pertinent planning data, develop unbiased recommendations, and execute plans once approved.
- Ability to attend meetings or perform work assignments at locations outside the office.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including desktop publishing, graphic, and GIS systems.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain cooperative, productive, and effective working relationships with City officials, contractors, architects, land developers, associates, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Urban Studies, Urban and Regional Planning, Engineering, Architecture or closely related field, supplemented by up to one (1) year of planning-related experience, preferably at the regional or local government level; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires sitting, standing, walking, talking, reaching, grasping, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Planner I position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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